



CITY OF ST. CHARLES
POSITION DESCRIPTION
Fleet Technician

Department:	Public Works - Fleet Maintenance	FLSA Status: Non- Exempt
Reports to:	Fleet Foreman	Union: Teamsters
Positions supervised:	None	

POSITION DESCRIPTION OVERVIEW

This position is responsible for performing efficient, safe repair and maintenance of the City fleet including automobiles, police vehicles, public works vehicles, and public works equipment with general supervision.

ESSENTIAL JOB FUNCTIONS

1. Tune and adjust carburetors, fuel injection, electrical timing, PCM's, and related equipment; repair, replace and adjust brakes, clutches, transmissions and differentials.
2. Perform preventive and routine maintenance and repair on all vehicles and equipment.
3. Perform routine diagnostics of vehicles and equipment.
4. Assure safe and efficient operation of all vehicles and equipment.
5. Install, maintain, and repair special equipment such as beacon lights and sirens.
6. Repair and replace shock absorbers, kingpins, and other suspension mechanisms; repair electrical systems; replace alternators, starting motors, and distributors; balance wheels and switches; and repair tires.
7. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
8. Adhere to all departmental and City safety policies.

ADDITIONAL JOB FUNCTIONS

1. Conduct road tests to check performance against defects.

2. Respond to emergency situations such as snow removal, etc. and support other City departments/divisions in the abatement of emergency situations.
3. Perform other duties as required or assigned.

BASIC REQUIREMENTS

KNOWLEDGE, SKILLS, AND ABILITIES

1. Extensive knowledge in the maintenance and repair of all size/ton vehicles, trucks, and equipment, including hand tools.
2. Extensive knowledge of all applicable safety procedures and precautions.
3. Extensive knowledge of the principles of operation for gasoline and diesel-driven equipment.
4. Working knowledge of electronic engine performance analyzers, etc.
5. Strong interpersonal communication skills for interaction with elected and appointed officials, co-workers, agencies and other governmental units, and the public.
6. Effective written and verbal communication skills.
7. Ability to understand and follow oral and written instructions and prepare written records and reports.
8. Ability to work outdoors under severe weather conditions, such as extreme heat and cold, high winds, severe snow or rain storms, flood conditions, etc.
9. Ability to work under varying environmental conditions both indoors and outdoors, which may include dust, dirt, fumes, low illumination, noise, etc.
10. Ability to perform mechanical duties under a variety of conditions which may require walking, bending, climbing, leaning, crawling, kneeling, stooping, standing, laying flat, and/or sitting for extended periods of time.
11. Ability to move, remove and replace heavy objects, use heavy tools and/or equipment weighing up to 87 lbs., such as chains, pumps, motors, etc.
12. Ability to hear ordinary conversation, such as questions from residents, as well as other sounds, including the back-up alarm on trucks and other equipment, radio-dispatched calls and/or signals, calls for help from a co-worker, etc.
13. Ability to see and accurately read fine print in low lighting conditions, such as gauges.
14. Ability and willingness to respond to emergencies, twenty-four (24) hours and day, seven (7) days a week.

15. Ability to pass PACE required pre-employment/post-offer physical/drug testing including a general health physical, hearing test, blood alcohol screen, drug test, etc.
16. Possession of a valid CDL class drivers license, with appropriate endorsements (including passenger endorsement), or receipt of one within six (6) months of commencing employment.
17. Ability to maintain primary residency within the following boundaries within six (6) months of employment: north to Rt. 20 (Plank Road (KC Rte. 22 and 38), west to County Line Rd. to KC Rte. 4 (Perry Rd.), south to IL 56 to Galena Blvd. to Orchard Rd. to Indian Trail Rd. to I 31 to I 88, east to Rt. 59 including the City of West Chicago to County Farm Rd.

EXPERIENCE AND EDUCATION

1. High school diploma or equivalent
2. Formal training in the maintenance and repair of gasoline and diesel vehicles and equipment.
3. ASE certification desirable.
4. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects Human Resource's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

Human Resources
Fleet Technician
5/12/03

Date